

Subdivision Final Plat

Approval Process & Application Packet

Application packet includes the following:

- Final Plat application form (must be complete)
- Final Plat drawing checklist

Application process & submittal requirements:



Pre-Application Conference & Preliminary Plat Process

The purpose for this conference with the City Planning staff is to be a gathering of information regarding the proposed plat and subdivision regulations. The meeting should be attended by the applicant & their consultant. To schedule a pre-application conference, contact the Planning & Building Dept. at (515-963-3550) or ejensen@ankenyiowa.gov. Prior to meeting, the applicant is encouraged to meet with the local utility companies.

Technical Review Committee

A developer must file the final plat and supplementary material within two years of obtaining Preliminary Plat approval. The Technical Review Committee will check the plat and supplementary materials to insure compliance with the Preliminary Plat. If the Final Plat substantially complies with the Preliminary Plat, the Final Plat will be scheduled for the next available Plan & Zoning Commission meeting.

The applicant must submit the following materials for the Technical Review Committee meeting:

- ✓ Final Plat Application Form & Completed Checklist
- ✓ Fourteen (14) folded copies of the Final Plat Drawing containing the required information
- ✓ Two (2) copies of the construction plans including:
 - ✓ soils report
 - ✓ drainage map and calculation
 - ✓ grading plan
 - ✓ fire hydrant coverage map
 - ✓ and park site dedication calculation

Plan & Zoning Commission (Section 200.21 & 200.22)

Application for approval of the final plat shall be submitted in writing to the Commission at least fifteen days prior to the meeting at which it is to be considered. The final plat shall contain such information as is required under Section 200.26 and shall be accompanied by such material as is required under Section 200.27

Within thirty days after application for approval of the final plat, the Commission shall approve or disapprove the final plat. If the Commission approves, it shall affix its seal upon the plat, together with the certifying signature of its chairman and secretary. If it disapproves, it shall set forth its reasons in its own records and provide the applicant with a copy.

The applicant must submit the following materials for a Plan & Zoning Commission meeting:

- ✓ Six (6) folded copies of the updated Final Plat drawing(s)
- ✓ Two (2) sets of updated construction plans
- ✓ Written application for approval letter addressed to the Ankeny Plan & Zoning Commissions detailing the project
- ✓ Technical Review Committee comments addressed
- ✓ Filing fee
- ✓ Park site dedication worksheet

Miscellaneous Items (not required for all plats):

- ✓ Subdivision waiver requests
- ✓ Assessment splits worksheet
- ✓ IDOT permit applications (grading, utility, access, and/or traffic control devices)
- ✓ Off-site easement plats
- ✓ Local floodplain permits
- ✓ Worksheet for city cost sharing in public improvements
- ✓ Traffic study
- ✓ COSESCO permit & fee
- ✓ DNR permit applications (both water supply permit and sanitary sewer construction permit)
- ✓ NPDES discharge form
- ✓ Draft of the restrictive covenants

City Council (Section 200.23)

After approval of the final plat by the Commission and the fulfillment of the regulations set forth in this chapter, the plat shall be forwarded by the Commission to the Council for approval at least ten days prior to the meeting at which it is to be considered. If the Commission does not approve the final plat, the Council may approve the plat only by a four-fifths vote of the entire membership of the Council.

In case, on application for such approval of any plat, the Council fails to either approve or reject the same within 60 days from date of application, the developer shall have the right to file the same with the County Recorder, Assessor or Auditor. If the plat is disapproved by the Council, such disapproval shall point out wherein the proposed plat is objectionable.

The applicant must submit the following materials for the City Council meeting:

Prepared by the engineer:

- ✓ Letter addressed to the Ankeny City Council detailing the project
- ✓ 4 copies of the final plat (signed black line prints)
- ✓ 3 sets (one full-size, 2 half size) of constructions plans (signed)

Prepared by the developer or contractor:

- ✓ 1 copy of the performance bond or letter of credit for silt fence, and seeding (erosion control)
- ✓ 3 originals of the private construction contract(s) for grading, sanitary sewers, water lines, storm sewer, paving, and subgrading
- ✓ 3 originals of the performance bond(s) for grading, sanitary sewers, water lines, storm sewer, and paving & subgrading
- ✓ 3 originals of the 3-year grading, sanitary sewers, water lines, and storm sewer maintenance bond(s)
- ✓ 3 originals of the 4-year paving & subgrade maintenance bond(s)
- ✓ 1 copy of insurance for company (or companies) doing the public improvements

Prepared by the attorney:

- ✓ Attorney's platting opinion
- ✓ Polk County treasurer's certificate (the city requests that it be submitted for copying, the original will be returned with the other platting documents when they are picked up at City Hall for recording)
- ✓ Warranty deed(s) by the owner dedicating streets and any sites for public use
- ✓ Consent to plat by record titleholder
- ✓ Consent to plat by mortgagee (if there is a mortgage against the property)
- ✓ Signed copy of the final restrictive covenants
- ✓ Deed to parkland, parkland dedication funds, and /or parkland restrictive covenant
- ✓ Partial release of real estate mortgage for all street lots (if there is a mortgage against the property)

Miscellaneous Items (not required for all plats):

- ✓ Signed copy of any required off-site easements
- ✓ Include in the Council letter requesting City cost sharing in public improvements
- ✓ Groundwater hazard statement
- ✓ Sewer connection fee or assessment district fee
- ✓ Water connection fee or assessment district fee
- ✓ Private street name designations

Recordation (Section 200.25)

Upon approval of the Council, the developer shall record the plat with the county recorder within thirty days. If not recorded within this time, the approval shall be null and void. Immediately after recording, the original or a duly certified copy shall be filed with the office of the Clerk.

Submit the completed Final Plat Application Packet to:

Planning and Building Department
City of Ankeny
220 West First Street
Ankeny, Iowa 50023-1751

Final Plat documents for recording will be available at City Hall
410 West First Street
Ankeny, Iowa

If you have questions, please contact the Planning & Building Department at:

Phone: (515) 963-3550 (Public Services Bldg. Front Desk)

E-mail: ejensen@ankenyiowa.gov/

Links to Planning Information including:

Zoning & Subdivision Municipal Codes

Zoning Map

2010 Ankeny Comprehensive Plan

Development Schedule

Development Fee Schedule

Polk County Assessor's Site

Polk County Recorder's Site

FEMA (Federal Emergency Management Agency)

FIRM (Flood Insurance Rate Map)

are located on the Planning & Building Dept Home Page on the city web site www.ankenyiowa.gov/

**No application will be accepted unless it complies with all the submittal requirements.
Applications that are incomplete will be returned to the applicant without further review.**

Updated: January 2016

Final Plat Application Form

Property Location for Final Plat (street address and/or boundary description):

Subdivision Name: _____

Gross acreage of subdivision: _____ Total number of proposed lots: _____

Current property zoning: _____

Is subdivision within Ankeny's corporate limits ☐ yes ☐ no

Is subject property within a 100-year floodplain ☐ yes ☐ no

Applicant/Contact Person: _____

Full Name: _____ Company: _____

Address: _____

City, State, Zip: _____

Office Phone: _____ Cell Phone: _____

E-mail: _____

Property Owner: _____

Full Name: _____ Company: _____

Address: _____

City, State, Zip: _____

Office Phone: _____ Cell Phone: _____

E-mail: _____

Attorney _____

Full Name: _____ Firm Name: _____

Address: _____

City, State, Zip: _____

Office Phone: _____ Cell Phone: _____

E-mail: _____

Land Surveyor/Engineer: _____

Address: _____

City, State, Zip: _____

Office Phone: _____ Cell Phone: _____

E-mail: _____

I (We) certify that I (we) am (are) familiar with applicable state and local codes and ordinances, the procedural requirements of the City of Ankeny, and have submitted all the required information.

Signed by: _____ Date: _____

(Applicant/Contact Person)

Note: No other signature may be substituted for the Property Owner's Signature)

and: _____ Date: _____

(Property Owner)

****Original signatures are required****

Final Plat Drawing Application Checklist

Preapplication Conference ☐ held on _____ ☐ scheduled for _____ ☐ not held
Preliminary Plat approval ☐ Plan & Zoning Commission ☐ City Council

The following is the required information as set forth in Section 200.26 of the Ankeny Municipal Zoning Code.
Paper copies on sheets not to exceed 24" x 36".

1. ☐ Plat /Subdivision name
2. ☐ Name, address, and phone number of the following:
 - ☐ Land surveyor
 - ☐ Property Owner(s)
 - ☐ Developer
3. ☐ Land surveyor certificate & seal
4. ☐ Date of preparation
5. ☐ North Arrow
6. ☐ Scale – not to exceed 1"=100'
7. ☐ Vicinity sketch showing location of the project and street alignment of existing and proposed subdivisions with a scale less than 1"= 500'
8. ☐ I.D. & ownership of adjacent land
9. ☐ Zoning
10. ☐ Legal description of the property to be platted
11. ☐ Tract boundary lines including dimensions
12. ☐ Lot lines
13. ☐ Lot dimensions
14. ☐ Lot numbers
15. ☐ Easements including location, width, and purpose
16. ☐ Corner radii
17. ☐ Interior angles
18. ☐ Curve data
19. ☐ Street widths
20. ☐ Right-of-way widths
21. ☐ Street names
22. ☐ Addresses
23. ☐ Lots to be dedicated or reserved
24. ☐ References, location, and description of survey monuments found
25. ☐ Sidewalk/street lighting note (rural)
26. ☐ Flood plain, Floodway & FEMA map panel (if applicable)
27. ☐ Minimum floor elevation allowable for building sites within the floodplain overlay zone

No application can be accepted for filing unless all required information is submitted

For Staff Use: Application complete <input type="checkbox"/>	Fee paid <input type="checkbox"/>
Received by: _____	Date: _____